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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

19 July 1950

SUBJECT: Policy on Clearance of Personnel for Duties with Central Intelligence Agency.

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RESCISSION: Administrative Instruction No. [REDACTED] dated 8 March 1948.

1. Section 102d(3) of the National Security Act of 1947 states:
"...under the direction of the National Security Council - the Director of Central Intelligence shall be responsible for protecting intelligence sources and methods...."

2. In the discharge of this responsibility, it is imperative that personnel assigned to or attached for duty with the Central Intelligence Agency be:

a. Of excellent character, citizens of the United States for at least five years, and who have no member of the immediate family or next of kin subject to a foreign power and,

b. Whose loyalty, integrity, discretion and trustworthiness are unquestioned and,

c. Whose financial habits are such as to render unlikely their succumbing to any improper influences.

3. To assure that personnel (including those nominated by IAC agencies) assigned to or attached for duty with the Central Intelligence Agency meet the standards prescribed in the foregoing paragraph, the following procedures will be applied in the investigation and clearance of such individuals:

a. Prior to entrance on duty with CIA, investigation will be conducted to the extent necessary to enable the proper determination of an individual's eligibility in accordance with provisions of paragraph 2, except for those individuals covered by provisions of paragraph 4, below.

b. The minimum investigation will consist of:

(1) A check of appropriate records of:

(a) Department of State.

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(b) Office of the Director of Intelligence,
Department of the Army.

(c) Office of Naval Intelligence, Department
of the Navy.

(d) Federal Bureau of Investigation (including
fingerprint files).

(e) Police Department in each city of employ-
ment and residence in the United States covering
the past fifteen (15) years.

(f) Credit agencies.

(g) Civil Service Commission.

(h) House Committee on Un-American Activities.

(i) Director of Intelligence, Department of
the Air Force.

(2) Verification of the individual's Personal History
Statement regarding:

(a) Birth.

(b) Citizenship.

(c) Education.

(d) Employment for past fifteen (15) years.

(3) Character investigation by interviews with a
sufficient number of personal references given by the
individual and with a minimum of three other persons
who have knowledge of his activities over a period of
time sufficient to enable a determination as to his
character and integrity.

c. Reports of investigations will be reviewed in each case
by the Chief, Inspection and Security Staff, who will make final
decision as to the acceptability of the individual for assignment
to the Central Intelligence Agency, except in those cases which in
his opinion should be referred to the Director of Central Intelli-
gence for final decision.

4. Subject to satisfactory result of checks prescribed by paragraphs
3b (1) (a), (b), (c), (d), (g), (h) and (i), above, and with the approval
of the Director, individuals whose records show a minimum of ten (10) years

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of honorable government service with no subsequent derogatory indications, or individuals who have been investigated by an accredited government agency within the past three (3) years with no subsequent derogatory indications, may be given provisional clearance to enter on temporary duty with CIA prior to completion of full security investigation. However, full investigation will be made in each case and final acceptance for permanent duty (assigned or attached) will be subject to satisfactory result of each investigation.

5. a. Individuals nominated by IAC agencies for duty with CIA will be accepted only under conditions prescribed in paragraphs 3 and 4, above.

b. Each nomination should contain statements to the effect that the individual nominated:

(1) Has (or has not) had a minimum of ten (10) years prior honorable government service.

(2) Is (or is not) cleared for handling Top Secret material in the nominating agency.

(3) Is considered by the nominating agency, based on such information and records as are available in the agency, to possess qualities of integrity and loyalty sufficient to warrant assignment to duties involving matters of concern to the national security.

6. All personnel assigned to or attached for duty with the Central Intelligence Agency will be required to execute a declaration of secrecy.

7. Upon termination of duties with the Central Intelligence Agency, all personnel will be given an exit interview designed to impress upon them their obligation with regard to maintaining the security of all matters pertaining to Central Intelligence Agency activities as well as the provisions of the applicable laws and statutes.

8. Clearance of consultants to be employed on an intermittent basis will be governed by the following instructions:

a. Clearance will be obtained from the Chief, Inspection and Security Staff, prior to contacting any individual to determine willingness to serve CIA as a consultant.

b. After determination of willingness has been obtained:

(1) Full security investigation will be made in each case as prescribed for permanent employees.

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(2) Clearances, when granted, will be:

(a) For not in excess of six-month periods, subject to renewal when concurred in by the Chief, Inspection and Security Staff, in each case.

(b) Granted with stated restrictions if security investigation indicates that full clearance cannot be granted and sufficient justification for restricted employment can be presented by the CIA activity concerned. Such justification will include the circumstances under which the consultant will be used and the classification of information to be divulged. The personal approval of the Director will be required for each restricted clearance.

(3) Approval of the Chief, Inspection and Security Staff, must be obtained in each case prior to utilizing the services of a consultant within any of the premises of CIA.

9. Any exception to the foregoing provisions will require the approval of the Director of Central Intelligence.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Acting Executive

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